



## Administrative Coordinator (English-Japanese Bilingual)

人事、経理業務のサポート/未経験からでもOK

### 募集職種

#### 採用企業名

Eighty Days株式会社

#### 支社・支店

Eighty Days Japan

#### 求人ID

1515934

#### 部署名

Administration

#### 業種

旅行・観光

#### 会社の種類

中小企業 (従業員300名以下)

#### 外国人の割合

外国人 多数

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 最寄駅

山手線、 五反田駅

#### 給与

300万円 ~ 450万円

#### ボーナス

固定給+ボーナス

#### 勤務時間

Full time (9:00-18:00 including 1 hour lunch break)

#### 休日・休暇

Saturday, Sunday and bank holiday

#### 更新日

2026年06月29日 03:00

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

新卒・未経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ネイティブ

**最終学歴**

大学卒：学士号

**現在のビザ**

日本での就労許可が必要です

**募集要項****Key Responsibilities:****1. HR Support**

- Maintain and manage internal HR information and records.
- Assist employees with work visa applications and related support.
- Serve as a point of contact for internal HR-related consultations and inquiries.
- Support onboarding and offboarding processes, including necessary documentation and procedures.
- Coordinate various HR-related procedures, including health check-ups and stress assessments.
- Liaise with the occupational health physician to manage employee wellness initiatives.

**2. Accounting Support**

- Process and record journal entries in the accounting system.
- Manage internal cash flow and account information, ensuring timely updates.
- Support management accounting activities, such as preparing reports and tracking budgets.
- Assist with general administrative tasks related to accounting operations.

**3. Administrative Duties**

- Manage correspondence, filing, and data entry for both HR and Accounting functions.
- Coordinate meetings, maintain team calendars, and assist with internal communication.
- Support other tasks and projects.

**スキル・資格****Requirements:**

- English: working proficiency (comfortable reading and speaking)
- Japanese: native-level
- Strong organizational skills and the ability to multitask effectively.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) or equivalent software.
- Excellent communication skills and a professional demeanor.

**Other desirable skills:**

- Experience or knowledge in HR or accounting is a plus but not required.
- High level of discretion and the ability to handle sensitive information with confidentiality.

**Compensation:**

- (negotiable) 250,000 – 350,000 (negotiable)/month
- Starting at 10 days holiday

**Work hours:**

- Full time (9:00-18:00 including 1 hour lunch break)
- Monday to Friday
- Holiday:
  - Japanese bank holidays

**会社説明**